



SUPERIOR COURT

COUNTY OF MADERA, STATE OF CALIFORNIA ANNOUNCEMENT OF EXAMINATION

COURT INTERPRETER PRO-TEMPORE (SPANISH)

FINAL FILING DATE: Open until filled.

A copy of the “Certified Court Interpreter” Certificate must be submitted with the official application.

ESSENTIAL FUNCTIONS OF POSITION: Under general supervision, to provide consecutive and simultaneous interpreting services for persons who do not speak English or who have difficulty understanding English; to be responsible for interpreting all verbal and written communication pertaining to the matter being heard; to interpret statements made by judges, attorneys, and expert witnesses, all of whom frequently use legal and technical terminology, and to interpret statements of defendants or other parties, some of whom may possess very limited language skills; and to do related work as required.

APPLICATION: OFFICIAL APPLICATIONS MAY BE OBTAINED AT:
Court Personnel Division, 321 West Yosemite Avenue Suite 300, Madera, Ca 93637 Phone (559) 661-5197 OR Download from our website at www.madera.courts.ca.gov **NOTE:** Postmarks and facsimiles are not accepted. The Personnel Division of Madera Superior Court reserves the right to disqualify an applicant based on a fraudulent application.

A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. The “Experience” Section of the application form must be completed in its entirety.

FINAL FILING DATE: Open until filled. Office hours are Monday–Friday, 8:00 a.m.–12:00 p.m. & 1:00 p.m.–4:00 p.m.

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PHYSICAL EXAMINATION REQUIREMENTS: As a condition of employment with Madera County Superior Court, a candidate may be required to complete a review of medical history and employment examination given by the Madera County Health Department and/or health care professional designated by Madera County Superior Court.

BENEFITS: Benefits of employment with Madera County Superior Court includes 13 paid holidays and 1 floating holiday per year, 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (50 days maximum accrual); 2% @ 55 membership in the Public Employees' Retirement System (PERS); Superior Court participates in the Public Employees' Retirement System Health Benefit Program and for certain selected health plans, the Superior Court pays 100% of health insurance premium for employee and 50% for either two-party or family coverage; membership in the Public Employees' Retirement System (PERS).

EXAMINATION PROCESS: A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Superior Court Personnel Division to be appropriate. The Personnel Division may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Personnel Division will make reasonable accommodations in the examination process for disabled applicants. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age in any of its programs or activities.

SUPERVISION EXERCISED:
Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

- Performs verbatim, simultaneous interpretation for defendants and witnesses in court; assists attorneys representing non-English speaking defendants by interpreting before and after court, conducting interviews relative to pre-hearing testimony and post-hearing orders.
- Prepares written translation of documents, letters and other related materials as required by the court.
- Interprets and prepares written translations of technical, medical, legal, and other documents and correspondence for the court.
- Assists court staff by interpreting for customers during office visits and incoming calls.

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OTHER JOB RELATED DUTIES:

Performs related duties and responsibilities as directed.

Knowledge of:

English and a second language usage, spelling, vocabulary, grammar, punctuation, pronunciation, phrase and sentence structure, gender, and verb tenses.

Court translation practices and procedures.

Legal and technical terminology as used in court proceedings.

Skill to:

Simultaneously interpret/translate accurately at a rate of approximately 120-140 words per minute in a designated language.

Ability to:

Learn the functions, policies and procedures of the Madera County Court System.

Interpret/translate accurately without adding, deleting, paraphrasing, or changing the meaning of the matter.

Perform consecutive interpreting accurately without lengthy hesitation and with little or no need to have material repeated.

Use correct spelling, vocabulary, grammar, punctuation, pronunciation, phrase and sentence structure, gender, and verb tenses.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

Requires one year of experience in a position requiring extensive public contact and interpretation/translation work **AND** equivalent to the completion of the twelfth grade.

LICENSE OR CERTIFICATE:

Must possess a valid certificate as a "Certified Court Interpreter" issued by the Judicial Council of California on behalf of the State of California or registered as a Court Interpreter by the Judicial Council of California on behalf of the State of California. **A copy of the "Certified Court Interpreter" Certificate must be submitted with the official application.**

Possession of, or ability to obtain, an appropriate, valid driver's license or must be able to provide self-arranged transportation.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment: Ability to work in a standard office environment.

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NOTE: YOU WILL BE REQUIRED TO SUBMIT VERIFICATION OF IDENTITY AND CITIZENSHIP OR LEGAL RIGHT TO WORK IN THE

UNITED STATES AND YOU WILL BE REQUIRED TO SUBMIT TO FINGERPRINTING AS A CONDITION OF AN OFFER OF EMPLOYMENT. FINGERPRINTS ARE SUBMITTED TO THE CALIFORNIA DEPARTMENT OF JUSTICE AND FEDERAL BUREAU OF IDENTIFICATION.

THE PROVISIONS OF THIS JOB ANNOUNCEMENT DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, PERSONNEL DIVISION.

If you have special needs, please indicate such on your application.

AN EQUAL OPPORTUNITY EMPLOYER

4/07